



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, OCTOBER 6, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Recognition of Recent Retirees (mailed)
6. Reconfirmation of Vacancy (mailed)
7. Referral from 9-25-08 Full Board Meeting: Authorize MSU Extension 4H Program to Accept Michigan State University's Teen Peer Mentoring & Service Learning Grant (mailed)
8. Adopt Resolution Establishing Salaries and Compensation in Lieu of Fees for Macomb County Commissioners (mailed)
9. Executive Session to Discuss Labor Negotiations and Confidential Memorandum from Corporation Counsel
10. Recommended Changes to Prescription Co-Pays for Current Retirees, Effective January 1, 2009 (mailed)
11. New Business
12. Public Participation
13. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

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Chairman

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District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
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Leon Drolet - District 26



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members

FROM: Eric Herppich, Acting Director
Human Resources

DATE: September 25, 2008

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the September 22, 2008 Personnel Committee Meeting.

Name: Janie Buckner
Department: Community Services Agency
Retirement Date: October 3, 2008
Years of Service: 16 years; 11.9 months
County Commissioner: Ed Bruley

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Approve the reconfirmation of the following vacancy _____

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair

_____ Personnel Committee

CLASSIFICATION

DEPARTMENT

One Teacher III (Janie Buckner)

MCCSA

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 10-03-08

Exit Interview Completed: Yes*

COMMITTEE/MEETING DATE

Personnel _____ 10-06-08



COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 FAX 586-469-5530
macombcountymi.gov/mccsa

Frank T. Taylor
Director

RECEIVED
AUG 28 2008
HUMAN RESOURCES

August 28, 2008

TO: Eric Herppich, Interim Director
Macomb County Human Resources

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Vacancy Reconfirmation
Head Start Teacher

On Friday October 3, 2008, Janie Buckner will vacate her position as a Head Start Teacher.

This position, financially supported by Head start grant funds, needs to be filled in order to comply with state and federal regulations. A stable environment is needed for the mental health and welfare of all twenty (20), three and four year old children in the classroom.

In order to fill this position, we are requesting that you notify the next available Head Start teacher who was laid off on August 14, 2007.

Thank you for your assistance in this matter.

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Programs and services are sponsored by the Macomb County Board of Commissioners and State and Federal grants. MCCSA complies with the Civil Rights Act of 1964, the Michigan Handicappers Civil Rights Act, and the American with Disabilities Act of 1990. To inquire about reasonable accommodations for persons with disabilities please contact MCCSA. Phone or TDD: (586) 469-6999.

RECEIVED

AUG 20 1968

FBI - NEW YORK

Describe how this position is funded:	%	100 %	%
County	Grant	Other	

Based on the grant funding for 842 children, this position is necessary to meet the adult to child ratios required by State of Michigan child daycare licensing regulations.

Each Head Start teacher ensures that every classroom provides a consistent, safe and nurturing environment fostered by the collaboration between school and families. The classroom teacher provides individualized instruction through the curriculum in order to promote each child's health, ability to learn, emotional well-being with respect for cultural diversity.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Education Specialists	4
Same Classification Within Department or Program	Teachers	33
Other Classifications Reporting to this Immediate Supervisor	Teacher Aides	55
Classifications Directly Supervised by this Classification (if applicable)	NA	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Teacher aides receive direction from the teacher.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Without this position being reconfirmed, we will run the risk of failing to meet federal mandated requirements while limiting the education of 20 (3-4) year old children.

In order to ensure that federal and state requirements are met, a substitute teacher will be provided at such time that the full-time position is filled.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Ensures the desired mental health of children	100	daily	federal
2	Create and maintain a safe, healthy classroom	100	daily	federal
3	Maintain a positive two-way communication system	100	daily	federal
4	Implements early childhood curriculum	100	daily	federal
5	Maintains required documentation	85	annually	federal
6	Ensures nutritional requirements are provided	33	daily	federal
7	Conducts standardized screening and assessments.	25	quarterly	federal
8	Register children to maintain funded enrollment	20	ongoing	federal

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Over a three year period of time a teacher has performed, conducted or received:

- *Instruction for a minimum of 60 preschool children;
- *Approximately 400 parent contacts to discuss child's progress in the educational setting;
- *Approximately 400 early childhood assessments; and
- *Over 200 hours of professional development/training.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Teachers are responsible for the children's daily care which includes the health, safety, and well-being in the classroom. In addition, the teachers are responsible for communicating with parents regarding the needs of their children.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Unable meet licensing requirements	Increase substitute teacher pool
Limited service to the low-income families	The educational needs of 20 children and families

Key Customers:

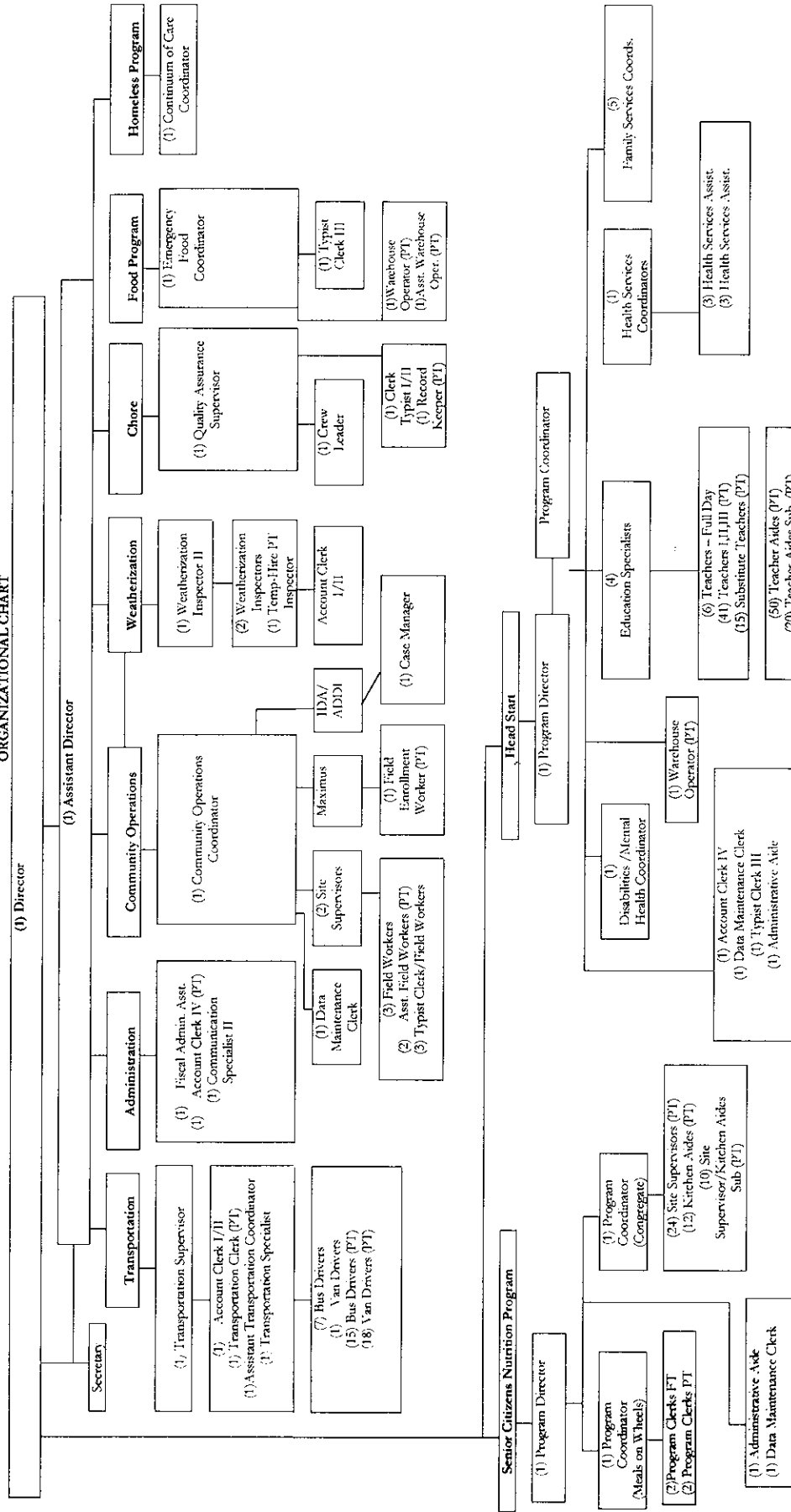
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Income eligible parents/children	Family Needs	Daily
School District personnel	Building Issues	Daily

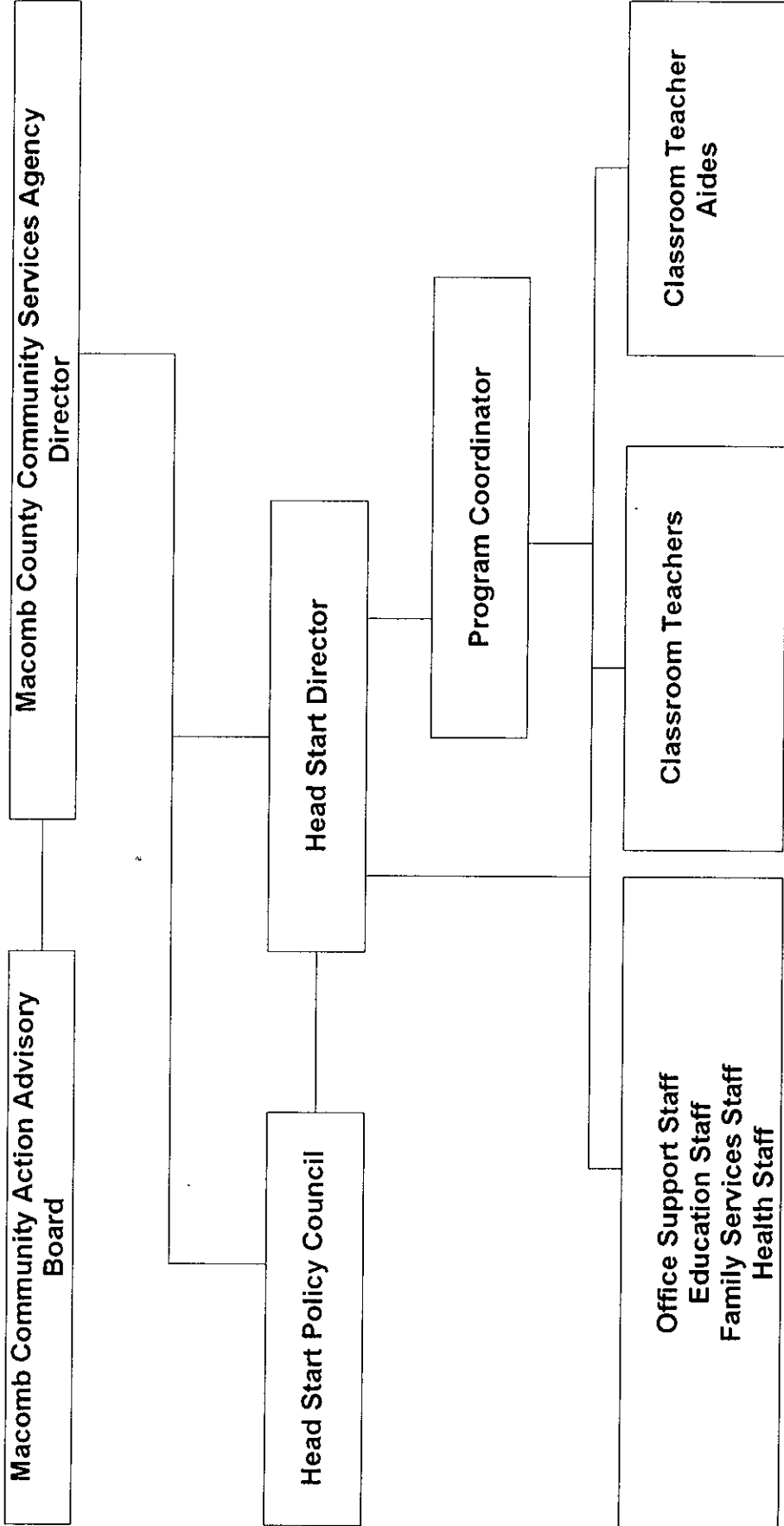
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

MACOMB COUNTY COMMUNITY SERVICES AGENCY
ORGANIZATIONAL CHART



**MACOMB COUNTY COMMUNITY SERVICES AGENCY
HEAD START ORGANIZATIONAL CHART**



RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MI

RESOLUTION TO: Authorize MSU Extension 4H Program to accept Michigan State University's Teen Peer Mentoring & Service Learning grant for October 1, 2008, through September 30, 2009, in the amount of \$10,000 to develop and implement a peer mentor program for elementary and high school youth in Macomb County schools. Approximately 25 – 35 students will attend the after-school program once per week. A part-time Educator 1 will need to be hired to facilitate the program.

INTRODUCED BY: _____ Kathy Tocco, Chairman

_____ Community Services Committee

This is a service-learning project focused on social development, citizenship and leadership within Macomb county teens. Through applying the service learning principles of intentional learning objectives, reflection and outcomes, this project aims to create a minimum of 45 peer mentoring relationships over a three-year period. These relationships will be in either a one-to-one or small group (no more than 1 mentor with 4 mentees) format, and will take place in supervised settings. The program will help to build 4H Youth Mentor programs in Macomb County at no cost to the county.

COMMITTEE MEETING DATE

Community Services September 10, 2008

<u>Full Board</u>	<u>9-25-08</u>	<u>REFERRED TO PERSONNEL COMMITTEE</u>
<u>Personnel</u>	<u>10-6-08</u>	

RECYCLABLE PAPER

**A RESOLUTION ESTABLISHING SALARIES AND COMPENSATION IN
LIEU OF FEES FOR MACOMB COUNTY COMMISSIONERS**

WHEREAS, by virtue of existing laws, the Macomb County Board of Commissioners is authorized and empowered to fix annual salaries and other compensation in lieu of all statutory fees for Macomb County Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE MACOMB COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

A. To the extent authorized by law, the Macomb County Commissioners are hereby granted for the calendar year 2009 and 2010, the following annual salaries:

	<u>2009</u>	<u>2010</u>
County Commissioners	\$ 32,365	\$ 32,365
Chairman, County Board of Commissioners	\$ 70,101	\$ 70,101

This is a 5% reduction from the 2007 and 2008 salaries paid to County Commissioners.

B. All of the foregoing County Commissioners are awarded and entitled to receive all fringe benefits granted to all non-union County employees, as legally constituted and authorized by law, except for healthcare benefits as outlined in the attached document entitled Healthcare Benefits for County Commissioners and retirement benefits as outlined in the attached document entitled Retirement Benefits for County Commissioners. County Commissioners shall be entitled to receive a cost of living allowance as provided to Macomb County non-union employees based on two thousand eighty (2,080) hours per annum. In no case shall the fringe benefits exceed total compensation as currently provided by law.

C. The office of the Chairperson is a full-time position in the same sense as the Clerk, Prosecuting Attorney, Public Works Commission, Sheriff and Treasurer.

BE IT FURTHER RESOLVED that the foregoing salaries, compensation and other benefits are hereby provided for payment out of the general funds of the County of Macomb unless otherwise provided by law.

HEALTH INSURANCE BENEFITS FOR
COUNTY COMMISSIONERS

Effective January 1, 2009, members of the County Board of Commissioners shall be entitled to receive Blue Cross Blue Shield PPO or Health Alliance Plan or Blue Care Network benefits which are equivalent to those currently provided to non-union County Employees with the following modifications:

Blue Cross Blue Shield PPO Plan 3 modifications:

Contract Annual Deductible: \$250 individual or \$500 2 person/family;
Out of Pocket Annual Maximum: \$1,000 individual or \$2,000 2 person/family;
Office visit and urgent care visit co-pay - \$25;
Emergency room co-pay - \$100;
Prescription program co-pay: \$5 generic, \$25 formulary and \$50 nonformulary;
Mail order option to fill prescription at two (2) times the retail cost as identified above;
Chiropractic and allergy testing and therapy visit co-pay - \$10;
Inpatient mental health and inpatient substance abuse care covered at 50% after deductible;
Mammogram screening covered at 100%;
Preventative services covered at 100% with a \$500 per member annual maximum;
Other covered services including hospitalization covered at 80% in-network;
Coverage on an Out-of-network basis will be at a lesser level or not covered.

Health Alliance Plan with the following modifications:

Office visit co-pay - \$20;
Office visit-Specialist co-pay - \$30;
Urgent care visit co-pay - \$30;
Emergency room co-pay - \$150;
Prescription program co-pay: \$15 generic, \$30 formulary and \$50 Nonformulary;
Mail order option to fill prescription at two (2) times the retail cost as identified above.

Blue Care Network with the following modifications:

Office visit co-pay - \$20;
Office visit-Specialist co-pay - \$30;
Urgent care visit co-pay - \$30;
Emergency room co-pay - \$100;
Prescription program co-pay: \$10 generic, \$25 formulary and \$50 Nonformulary;
Mail order option to fill prescription at two (2) times the retail cost as identified above.

RETIREMENT BENEFITS FOR COUNTY COMMISSIONER

Effective January 1, 2009, members of the Macomb County Board of Commissioners shall be entitled to receive the same retirement benefits currently provided to non-union County employees with the following modifications:

- Eligibility to receive a retirement allowance shall be eight (8) years of credited service at sixty (60) years of age or twenty-five (25) years of credited service at fifty-five (55) years of age.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Changes to Prescription Co-Pay Program for Current
_____ Retirees to be Effective January 1, 2009

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 10-06-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

September 29, 2008

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommended Changes to Prescription Co-Pay Program
for Current Retirees to be Effective January 1, 2009

As you are all aware, the County's healthcare costs continue to escalate at a very rapid rate for both active employees as well as current retirees of the County. A very significant part of the County's healthcare costs for the current retiree group (excluding DROP participants) is prescription costs. In 2007, the County's current retiree prescription costs were approximately \$6 million out of the total healthcare cost for retirees of approximately \$14 million.

Historically, the insurance benefits of the retiree group have been changed consistent with changes implemented with our active employees. Additionally, contract language may give the County the ability to implement modifications to the healthcare programs. Each of our labor agreements contains provisions which state that:

Employees who retire under the provisions of the Macomb County Employees' Retirement Ordinance and current spouse, shall, if eligible apply for and participate in ANY National Health Insurance program offered by the U.S. Government. Failure to participate, if eligible shall be cause for termination of Employer paid hospital-medical benefits as outlined.

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This provision appears in our labor agreements dating back to the late 1970's and 1980's and forward. This provision may provide the County with the ability to require participation of current retirees in ANY National Healthcare plan including Medicare Part D. Required participation in Medicare Part D would result in significant Prescription savings to the County. I believe, however, that requiring participation in Medicare Part D would place an immediate significant burden on our current retirees for their prescription costs. I would not, therefore, recommend a change like this at this time.

Recognizing the burden of Medicare Part D as discussed above, I have been reviewing various other options which would be a more reasonable approach at this time that will provide some measure of budgetary relief.

I therefore recommend that the Personnel Committee approve, for current retirees, the replacement of our current Prescription Co-Pay program with the following three-tier Prescription Co-Pay program:

Blue Cross Blue Shield Traditional and PPO from the current \$5.00 co-pay to a three tier structure with no co-pay for generic prescriptions; \$10.00 co-pay for formulary prescriptions and \$20.00 for non-formulary prescriptions. This Program would maintain the mail order option to fill a prescription but the cost to an active retiree will be two (2) times the co-pay as identified above.

Health Alliance Plan and Blue Care Network from the current \$2.00 co-pay to a three tier structure with a \$5.00 co-pay for generics; \$10.00 co-pay for formulary and \$20.00 for non-formulary. The generic co-pay for HAP and BCN is at \$5.00 because a no co-pay option is not currently offered, as well as the fact that both HAP and BCN actively manage prescription costs by emphasizing the generic program. The recommended Program would maintain the mail order option to fill prescriptions but the cost to a current retiree will be two (2) times the co-pay as identified above.

These Prescription plan modifications, based on the illustrative rate quotes provided by the healthcare providers, would result in a budgetary reduction in the County's retiree health care costs for 2009 of approximately \$1.5 million.

I look forward to discussing the proposal further at the Personnel Committee meeting on October 6, 2008.

EAH/mb